

Passionate and personal training

for the profession by the profession

**Job Description**

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| **Job title**  | Subject Lead (Audio) |
| **Contract type** | Fixed Term |
| **Department** | Audio |
| **Line manager**  | Director of Drama Studio London |
| **Responsible for** | Part-time/Freelance staff engaged within Audio department/modules |
| **Consult with** | Media Manager, Subject leads: Acting UG/PG, Subject leads in Voice, Movement, Screen, Scheduler, Course co-ordinators, Production staff, Director of DSL, and Course Leaders  |
| **Standard working hours** | Full-time, core hours may alter, and each day’s precise hours may vary according to the demands of the day, and the offset teaching hours of each course. There will be a degree of flexibility each working week  |
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| **Dimensions / background information** |
| Drama Studio London, established over 50 years ago, is renowned for delivering a world-class training for the profession by the professionals. The ethos underpinning learning design across all the courses integrates core approaches to classic conservatoire model training with a contemporary focus on the evolving skillsets, expectations and challenges required of the emerging professional actor in the 21st century performance industries. Our Core values apply to everything we do.These are:* + Respect
	+ Endeavour
	+ Enthusiasm

These values are carried out into the business by our staff and our alumni. It is these values that underpin everything we do at DSL.Although this post will be based at Drama Studio London, 1 Grange Road, London, W5 5QN. The post holder may be required to work at such other locations on a temporary basis from time to time.  |
| **Main purpose of the job** |
| The Subject lead (Audio) is responsible for planning, implementing, and delivering robust and coherent teaching, learning and assessment of the audio (media) modules, projects, and schemes of work across each year of the DSL courses, ensuring all students are enabled to develop and achieve their potential as actors in the conservatoire training context. The Subject lead (Audio) oversees the audio curriculum for the three years of the BA (Hons) Professional Acting, 2 years of the MFA Professional Acting, and the 1 Year of the PGDIP/MA Professional Acting.  |
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| **Key areas of responsibility** |
| **Departmental Duties:** * Act as module leader for relevant modules
* Support the Course Leaders and consult with other Subject Leads to ensure smooth and coherent delivery of all DSL programmes
* Oversee, review, and refresh relevant module specifications and module study guides within the programmes in conjunction with the Subject Lead (screen) and Course Leaders
* In consultation with the course leaders and the Director, recruit, and brief part-time / freelance staff in terms of induction, teaching, learning and assessment strategies on the programmes
* In conjunction with course leaders, support and manage part-time staff, observing classes and conducting teaching appraisals, identifying areas for development and CPD, and providing written copies of these reports.
* In liaison with the Contracts/Admission Coordinator, maintain files on freelance specialist staff, including current CV’s and staff development work to ensure a wide range of professional practitioners are recruited.
* Identify and select relevant texts and projects to reflect the learning needs of each cohort of students in discussion with the course leaders
* Discuss, support, and collect termly briefings/schemes of work/module study guides and upload these to the VLE
* Manage and follow up causes for concern pertaining to the subject/audio modules and classes
* With the course leaders, hold subject area meetings with part-time/freelance staff as necessary to ethos and student progress/concerns
* Be a key member of the audition panel for new student applicants
* Supply the Scheduler and Media Manager with details of subject/module assessment teaching/recording, projects, and tasks, in consultation with the course leaders as necessary
* Provide details of contracted dates/teaching/recording schedules for part-time / freelance staff to the admin/finance office for the timely issue of contracts and payments
* Oversee maintenance and supply of relevant equipment and resources required for the delivery of learning opportunities within the subject/modules
* Ensuring key texts, resources and booklists are up to date and held in the library and propose other relevant and necessary resources for the department/modules
* Keeping abreast of current movements in specific areas and ensuring the relevance and contemporaneity of the provision
* Engage in staff development activity as both a teaching and a professional practitioner

 **Teaching:** * Provide induction sessions for new students on the teaching, learning and assessment as specific to their subject across all DSL courses
* Provide and communicate student facing briefs and schemes of work in line with the module specifications
* Teach core classes within subject/ modules as required across the UG and PG courses
* Deliver relevant curriculum in timetabled sessions through a coherent scheme of work in line with module specifications
* Provide appropriate guidance in respect of graduating students selecting personal material for their voice reel material
* Brief and select students annually for Carleton Hobbs competition, and arrange for the selected team to receive relevant coaching and guidance
* Provide ongoing formative feedback as appropriate through teaching sessions
* Identify struggling students and implement causes for concern with course leaders
* Direct and edit audio projects as required within the various courses within DSL
* Observation of work of other subject areas/courses by attending sharing and performances
* Co-ordinate and participate in planned student tutorials to provide assessment and formative feedback to students
* Arrange and manage additional tutorials and schedule office time “drop in” sessions to support student learning and development in the subject area and report wellbeing issues/pastoral care to the Course Leader

 **Academic Standards and assessment** * Brief and oversee the assessment tasks designed to measure achievement of the learning outcomes specific to the subject/modules/assessment
* Manage and co-ordinate assessment deadlines, submissions and issuing materials to external markers as relevant to the subject/module
* Assessment of students, in reflection of own taught classes/projects
* Provision of assessment and formative feedback sheets in reflection of their own assessments and the taught sessions of freelance staff within the department
* Arrange for second marking, and additional moderation as required for assessment tasks within subject/modules
* Support and develop the assessment practice of part time/freelance staff within their department
* Convening timely assessment meetings for the subject/modules assignments and recording indicative and summative marks, feedback, and commentary as appropriate on assessment and group mark sheets
* Supplying marks and feedback through standard processes to the Course coordinator on a timely basis
* Co-ordinating with the Media Technician/Editor the recording, editing and digital storage of subject/module assessments and maintain assessment documentation and materials for supply to the external examiner annually
* Act as a second marker or moderator for other module assessments as articulated in the course assessment schedule
* Organise and implement postponed, alternative and retrieval and resubmission tasks for relevant modules with course leaders/other staff, and provide additional support sessions for students within these as necessary
* Consult with other subject leads and course leaders to ensure a balanced programme of assessment is implemented for students on all courses
* Attend the DSL and University of West London progression/examination board as module leader
* In consultation with the course leader, review, refresh and implement subject area assessment strategy across the course

 **Quality Assurance** * Review the learning opportunities and assessment tasks within the subject/ modules and identify enhancement activities for consideration within the annual monitoring processes
* Attend and contribute to the termly course management meetings
* Observe, monitor, and record staff development and CPD for personal use and school distribution
* Review, collate and respond to Student module evaluations acquired termly and annually and identify subject specific areas for enhancement within them
* Implement and report on subject specific actions that proceed from or via the quality management processes
* Attend and contribute to DSL Exec meetings/Processes as relevant to subject/module.
* Within the course team, contribute to developing activities that measure and record feedback from stakeholders such as the profession and graduates

 **Information management** * Devise and structure the relevant subject curriculum and write, monitor, and update the subject specific sections in the course handbooks/module study guides on an annual basis and as necessary in consultation with the course leaders
* Ensure accurate and timely provision of module/ subject specific information for students and make available through VLE
* Supply all course information to part-time/freelance staff including handbooks, briefing documents and IPS
* Oversee all subject/module specific info and documentation required through delivery, validation, or accreditation processes

 **General -All Staff are expected to:** * Actively support equality of opportunity and equity of treatment to colleagues and students in accordance with the DSL Equal Opportunities policy
* Undertake such other duties within the scope of the post as may be requested by the director
* Help maintain a safe working environment by following local codes of safe working practices and the DSL Health and Safety Policy
* Operate through and abide by all other policies and processes established within DSL
* Continue to develop professional expertise and keep abreast of emerging good practice in the sector and the industry
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**Person Specification-Subject Lead (Audio)**

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| **Criteria** | **Essential**  | **Desirable** |
| **Qualifications and/or membership of professional bodies** | A relevant degree or equivalent with demonstrable ability to teach audio techniques at conservatoire level professional vocational training programmes |  |
|  | Industry or teaching experience of audio training at all levels, particularly as part of a professional vocational training programme |  |
| **Knowledge and experience** | Knowledge and practical experience of a broad range of approaches, methods, and practices within contemporary acting training/performance    | Experience and proven ability of teaching approaches to a diverse range of texts, styles, and genres for actor training |
|  | Experience of leading projects and directing productions within professional vocational training programmes | Experience of managing assessment and feedback in professional vocational training programmes (Undergraduate and/or Postgraduate) |
|  | Knowledge and experience of contemporary theatre/performance and working creatively with professional experience as an actor and/or director  | Experience of designing and delivering coherent modules of study for the acquisition of acting skills within professional   vocational training programmes |
| **Specific skills to the job** | Experience of providing pastoral and tutorial support to students within professional vocational training programmes | Experience of teaching and operating within the higher education context  |
|  | Excellent administrative and IT skills |  |
|  | Excellent collaborative, interpersonal and communication skills within student, colleague, and external /professional relationships |  |
| **Other** | Some evening and weekend working is expected with notice for auditions and performances, TOIL taken accordingly |  |
| **Disclosure and Barring Scheme** | This post requires an enhanced DBS check |  |
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| **Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements. |